

THESE INSTRUCTIONS ARE A STEP-BY-STEP GUIDE THROUGH THE CMAQ APPLICATION. USE THIS GUIDANCE AS YOU FILL OUT THE APPLICATION IN ORDER TO APPROPRIATELY ANSWER EACH QUESTION.

Federal CMAQ regulations 23 U.S.C., Chapter 1, section 149. Congestion Mitigation and Air Quality Improvement (CMAQ) Program Guidance, October 2006 can be found at:

http://gdot-ntwebdev/DOT/plan-prog/planning/eq/application_process/index.shtml. Portions of this document were taken directly for the Interim Program Guidance dated October 31, 2006.

I. List of Acronyms used in this document:

CMAQ	Congestion Mitigation and Air Quality Improvement
CO	Carbon Monoxide
EPA	Environmental Protection Agency
EPD	Environmental Protection Division of the Georgia Department of Natural Resources
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
GDOT	Georgia Department of Transportation
HOV	High Occupancy Vehicle
I/M	Inspection and Maintenance Programs
ITS	Intelligent Transportation Systems
MPO	Metropolitan Planning Organization
NAAQS	National Ambient Air Quality Standard
NEPA	National Environmental Policy Act
NOx	Nitrogen Oxides or Oxides of Nitrogen
PM	Particulate Matter
RTP	Regional Transportation Plan
SOV	Single Occupant Vehicle
SPLOST	Special Purpose Local Option Sales Tax
STIP	State Transportation Improvement Program
TCM	Transportation Control Measures
TDM	Transportation Demand Management
TIP	Transportation Improvement Program
VOC	Volatile Organic Compounds

II. Important information to consider:

Criteria for Selection:

This current CMAQ call for projects is focused solely on benefiting Particulate Matter Fine (PM 2.5). Therefore, only projects that demonstrate a significant PM 2.5 reduction will be considered for this call.

Mandatory Criteria

To qualify for CMAQ funding the project must meet all mandatory criteria.

1. The project must be consistent with federal CMAQ guidelines. (http://gdot-ntwebdev/DOT/plan-prog/planning/eq/application_process/index.shtml)
2. The project would improve Air Quality by reducing ozone precursors or particulates (NO_x, VOCs) or particulate matter.
3. The project application provides timetable for completion of the project by phase.
4. The project application includes methodology to measure and report results.
5. The project has a guaranteed funding source for the required 20% construction/implementation match.

Desirable Criteria

The rating of projects may increase if one or more of the criteria listed below are applicable to the proposed project. For desirable criteria to be considered, supporting documentation must be included with the application.

1. Project has demonstrated coordination with other regional air quality or development goals.
2. Estimates of project benefits are based on past performance of this or a similar project under the same circumstances.
3. Project is over-matched – in excess of the required 20% match.
4. Project has potential for contributing to the efforts of other areas in nonattainment.
5. Project demonstrates commitment to sustainability – e.g. non-CMAQ funding source for on-going operations.
6. Project has durability-long term PM 2.5 emission reduction.

Project Selection Tool

The following was developed as a guide for applicants and sponsors to provide examples of relative priority levels within five project categories. Individual projects may rate higher (or lower) if circumstances warrant. The matrix priority is based on relative anticipated emissions benefit and cost effectiveness. The five categories are independent of one another and not considered directly comparable relative to anticipated emissions benefits; therefore a high ranked Traffic Flow Improvement project may be equivalent to a medium ranked TDM project. Expanded matrix definitions are included below. The Tool will serve as a guide, not the sole determinant for the rating.

Due to this current call for projects being focused solely on Particulate Matter 2.5, projects only contributing to reducing Particulate Matter 2.5 will be reviewed at this time.

Project Selection Tool for CMAQ Projects

	Traffic Flow & ITS	Alternative Fuel / Diesel Retrofits	Transit / Diesel Retrofits	TDM*	Bike/Ped
Priority					
High Priority	Traffic signal coordination Intersection Improvements (High truck traffic volume)	Idling Controls Diesel Fleet Conversion/Retrofit Purchase (start-up) or expansion) of alternative fuel fleet (non-transit) vehicles Passenger Vehicle IM Controls	Fleet retrofitting Start-up or expansion of alternative fuel transit vehicles	Employer incentives Alternative transportation incentive program (ex. transit incentives) Carpool/Vanpool programs, startup or expansion PR, Advertising, and Outreach (employer & school) Improved transit information to the Public Congestion/Value Pricing	New Bike/Ped facilities providing direct access to existing transit and/or schools
Medium Priority	Roadway ITS Transit ITS Speed Limit Enforcement Intersection Improvements (Low truck traffic volume) Intermodal Freight Improvements Access Management Incident Management Improvements (HERO units)	Clean Fuel Incentive Programs, Infrastructure or Vehicles Heavy Duty IM Controls	Transit startup or expansion Start-up or expansion of diesel transit vehicles	Startup or Expansion of Employer Services Organizations	New Bike/Ped facilities linking existing bike/ped facilities (addresses "missing link" sections) Installing pedestrian or bike access to facilitate high use during peak travel times (access to major destinations)
Low Priority	Interoperable Communications HOV Lanes	Vehicle repair subsidy (in IM areas)		Park and ride lots Shared car program	Pedestrian and bicycle projects intended primarily for use during non-work trip times

~Transportation Controls Measures in the SIP have the greatest Priority

~Projects consisting of aspects that can be a combination of multiple descriptions may receive a higher priority ranking

-Interoperable communications is the exchanging of data in a quick and efficient manner so agencies from different jurisdictions or different locations can act promptly to remedy a situation. Interoperable communications is eligible for CMAQ funds.

*The Clean Air Campaign is the statewide contractor for TDM activities.

Expanded Project Descriptions

It is important to reiterate that TCM projects in an approved SIP or Maintenance Plan have the greatest priority. <http://www.fhwa.dot.gov/environment/tcm/index.htm>

Traffic Flow and ITS

- Traffic signal coordination and synchronization includes projects for programming traffic signal lights to coordinate within a single traffic system. Signal coordination projects allow for a more efficient traffic flow, thereby decreasing idling time and congestion at traffic lights. CMAQ funding will pay for the capital costs of installation of the equipment. Those projects aimed at regional coordination or connection to an existing system will have higher priority because of the expanded benefits of regional coordination.
- Intelligent Transportation Systems (ITS) include projects that support the installation of arterial roadway ITS which increase the flow of traffic and decreases congestion. These can include surveillance and communication technologies, variable message signs, or incident management strategies. The priority of these projects is dependent upon emissions benefits.
<http://www.ops.fhwa.dot.gov/travel/ops-memo.htm>
- Access management and intersection improvements include capital projects that alter traffic flow patterns in order to decrease congestion, and therefore reduce idling. The primary goal of access management projects is to smooth out the flow of traffic by decreasing acceleration and allowing for more cruise operating conditions. These can include intersection improvements, the addition of exclusive right-turn/left-turn lanes and median openings/closures. Project areas with a higher volume of truck traffic will be considered a high priority during the review and rating process.
- Projects that support the installation of or operational improvement to the regional High Occupant Vehicle (HOV) facility are eligible for CMAQ funding. This can include striping and signage. Significant operational changes are not permitted to HOV lanes that used CMAQ funds for design and construction. Please go to:
<http://www.fhwa.dot.gov/legregs/directives/policy/hovmemgd.htm> for more details.

Alternative Fuel/Diesel Retrofit

- The installation of emission control devices have been shown to significantly decrease particulate matter pollution. These include a variety of technologies added to diesel engines. In conjunction with lower sulfur fuels these filters have an even greater potential for the reduction of harmful emissions. In accordance with SAFETEA-LU, priority will be given to projects or programs involving the purchase of diesel retrofits that are for motor vehicles or non-road vehicles and non-road engines used in USDOT-funded (Title 23) construction projects located in ozone or particular matter nonattainment or maintenance areas. The purchase of alternative fuel vehicles or retrofits should be coordinated with the State air quality agency (EPD). [EPD Contact: William Cook, 404-363-7028] ***Please include a vehicle/equipment inventory list of the vehicles proposed to be retrofitted. You can find this list on the CMAQ website.**
- CMAQ funds may be used to purchase publicly-owned alternative fuel vehicles, including passenger vehicles, refuse trucks, street cleaners, and others. Costs associated with converting fleets to run on alternative fuels are also eligible. When private vehicles are purchased, only the cost difference between the alternative fuel vehicles and comparable conventional fuel vehicles is eligible. Such vehicles should be fueled by one of the alternative fuels identified in section 301 of the 1992 Energy Policy Act or biodiesel.
- Inspection and Maintenance Programs have been shown to have significant emission reduction benefits when implemented and enforced properly. These include required testing on certain types of vehicles to ensure more efficient operations of the vehicle and a reduction in emissions. Visit <http://www.cleanairforce.com/> for more information on Georgia's program.

- Truck stop electrification (TSE) is one of several idling control techniques. Projects aimed at limiting or eliminating the extended idling of heavy duty vehicles can be eligible for CMAQ funding if the project demonstrates emission reductions and the idle-reduction project is located within a nonattainment area. Funding for such projects must be carried out under the public-private partnership provisions of the Program. Per FHWA's guidance, partnership agreements must be carefully structured to spell out the activities and financial responsibilities of each partner, cost sharing, ownership of physical property and how public benefits are created in exchange for public funding. In addition, State and local officials are urged to consider a full range of cost-sharing options when developing a Public Private Partnership, including a larger State/local match than the usual 20 percent required under Federal law.

Transit/Diesel Retrofit

- New transit vehicles (bus, rail, or van) to expand the fleet or replace existing vehicles are eligible. Transit agencies are encouraged to purchase vehicles that are most cost-effective in reducing emissions. Diesel engine retrofits, such as replacement engines and exhaust after-treatment devices, are eligible if certified or verified by the EPA or California Air Resources Board (CARB). Routine preventive maintenance for vehicles is not eligible as it only returns the vehicles to baseline conditions. Besides diesel engine retrofits, other transit equipment may be eligible if it represents a major system-wide upgrade that will significantly improve speed or reliability of transit service, such as advanced signal and communications systems. ***Please include a vehicle/equipment inventory list of the vehicles proposed to be retrofitted. You can find this list on the CMAQ website.**
- New transit facilities (e.g., lines, stations, terminals, transfer facilities) are eligible if they are associated with new or enhanced mass transit service. Routine maintenance or rehabilitation of existing facilities is not eligible, as it does not reduce emissions. However, rehabilitation of a facility may be eligible if the vast majority of the project involves physical improvements that will increase capacity. In such cases there should be supporting documentation showing an increase in transit ridership that is more than minimal. If the vast majority of the project involves capacity enhancements, other elements involving refurbishment and replacement-in-kind also are eligible.
- Fuel, whether conventional or alternative fuel, is an eligible expense only as part of a project providing operating assistance for new or expanded transit service under the CMAQ program. This includes fuels and fuel additives considered diesel retrofit technologies by the EPA or CARB. See Section VII.D.3 for statutory exceptions for certain states regarding the purchase of alternative fuel with CMAQ funds.

Transportation Demand Management (Primarily focuses on Ozone reduction)

- Regional carpooling/vanpooling or alternative transportation incentive projects include any program (typically employer based) that encourages people to switch to non-SOV travel. These can include projects implemented to create new or continue existing commute option programs. These projects can range from the provision of a vanpool subsidy, to free parking for carpoolers, to rewards for taking transit. The Clean Air Campaign is the statewide contractor for TDM activities. If you are interested in these activities please contact the Clean Air Campaign at 1-877-CLEANAIR or 404-817-7762.
- CMAQ funds may be used to subsidize regular transit fares in an effort to prevent the NAAQS from being exceeded, but only under the following conditions: The reduced or free fare must be part of a comprehensive area-wide program to prevent the NAAQS from being exceeded. The subsidized fare must be available to the general public and may not be limited to specific groups. It may only be offered during periods of elevated pollution when the threat of exceeding the NAAQS is greatest; it is not intended for the entire high-ozone season. Finally, the fare subsidy

proposal must demonstrate that the responsible local agencies will combine the reduced or free fare with a robust marketing program to inform SOV drivers of other transportation options

- Park and ride lots provide commuters a location to park their cars and more easily access alternative transportation options. The purpose for funding this project type is to make the use of transit, carpooling, or vanpooling more simple and therefore more likely to be used.

Bicycle/Pedestrian (Primarily focuses on Ozone reduction)

- The installation of new bike/ped facilities to areas of high traffic use, schools, or transit locations can make access to options more feasible and encourage people to walk or ride a bicycle rather than drive for short trips. CMAQ funding is geared towards providing commute alternatives during peak travel times (rush hours and lunch hours). These congested areas should be the focus for the installation of new bike/ped facilities.
- Pedestrian and bicycle facilities not used during peak travel times are eligible, but have little to no emission benefits. Therefore they are a low priority. Facilities to be used primarily for recreational purposes are ineligible.
- To better leverage regional funds and programs, priority will be given to projects providing direct access to K – 8th grade schools. Projects will need to be coordinated with regional programs for the subject school(s).
- Bike/ped outreach programs are also eligible for CMAQ funding to encourage people to walk or ride bikes, but also have little to no emissions benefits.
<http://www.fhwa.dot.gov/environment/bikeped/>

III. Section I - Project Description

Question 1: Project Eligibility

Several projects will fall into multiple eligibility categories. Select the most appropriate category for the project. The following is a federal listing of eligible activities and projects for CMAQ funding. Please see the Project Selection Tool and the section entitled “Expanded Project Descriptions”.

1. Transportation Activities in an approved State Implementation Plan or Maintenance Plan: These types of activities are given the highest priority for CMAQ funding. The air quality benefits of such projects will generally have been documented. If not, this documentation must be provided prior to approval of CMAQ funding. The transportation improvement must contribute to the specific emission reductions necessary to bring the region into attainment.
2. Transportation Control Measures (TCMs): TCMs included in 42 U.S.C. §7408(f)(1) are intended for CMAQ funding. The air quality benefits must be determined prior to CMAQ funding approval. The following are eligible programs:
 - a. Programs for improved public transit
 - b. Restriction of certain roads or lanes to, or construction of such roads or lanes for use by, passenger buses or HOV
 - c. Employer-based transportation management plans, including incentives
 - d. Trip-reduction ordinances
 - e. Traffic flow improvement programs that achieve emissions reductions
 - f. Fringe and transportation corridor parking facilities serving multiple-occupancy vehicle programs or transit services
 - g. Programs to limit or restrict vehicle use in downtown areas or other areas of emission concentration particularly during periods of peak use

- h. Programs for the provision of all forms of high-occupancy, shared-ride services
 - i. Programs to limit portions of road surfaces or certain sections of the metropolitan area to the use of non-motorized vehicles or pedestrian use, both as to time and place
 - j. Programs for secure bicycle storage facilities and other facilities, including bicycle lanes, for the convenience and protection of bicyclists, in both public and private areas
 - k. Programs to control extended idling of vehicles (n/a for southeast)
 - l. Reducing emissions from extreme cold-start conditions
 - m. Employer-sponsored programs to permit flexible work schedules
 - n. Programs and ordinances to facilitate non-automobile travel, provision and utilization of mass transit, and to generally reduce the need for SOV travel, as part of transportation planning and development efforts of a locality, including programs and ordinances applicable to new shopping centers, special events, and other centers of vehicle activity
 - o. Programs for new construction and major reconstructions of paths, tracks or areas solely for the use by pedestrians or other non-motorized means of transportation when economically feasible and in the public interest
3. Public-private partnerships: Projects that are cooperatively implemented under agreements between the public and private sectors and/or non-profit entities. All CMAQ Project will require a "Sponsor". GDOT contracts with governmental agencies (state and local), universities, and authorities created via the General Assembly. All of these can be a project "Sponsor". If you aren't one of these, you will need one of these entities to agree to serve as your project's "Sponsor". This is a very serious responsibility. GDOT will hold the Sponsor responsible for the project and for ensuring all Federal and State requirements are met.

Questions 2-3: Project Name and Description

Question 2 should be a descriptive title for the project that provides just enough information to identify the project. Question 3 should be a detailed description that provides the requested information regarding what is to be done, the location(s) of the project, relevance and justification. This description should be limited to the project itself and the supporting information should be attached with the application along with the map.

Question 4: TCM in the SIP

Indicate whether or not this project is currently a transportation control measure in the approved State Implementation Plan.

Question 5: Location

Question 5 needs the city (if applicable) and the county in which the project is located. The specific site should be completed in the description. If the project is eligible regionally (e.g. Atlanta region) or in all nonattainment areas in the state, indicate the primary county in the county box rather than listing all counties. In addition, please note in application if additional counties are involved with this project.

Question 6: Location Map

If the proposal has a specific location, please attach a detailed map showing its location and, if applicable, beginning and ending points. Also, please include other pertinent information regarding your project eligibility category. Select "Attach Map" and select the document for attachment. This option is capable of accepting all possible types of documents. If an electronic map is not available send a hard copy of the map along with the completed application (original signature) to:

*see next page for address

Phillip M. Peevy
Georgia Department of Transportation
#2 Capitol Square
Atlanta, GA 30334

Question 7: Updating Project

Indicate whether or not this application is updating or expanding a previous project that has already been included in the RTP, TIP, or STIP. If you answer “yes” provide an explanation for the changes. The project number or MPO number must be included in this section.

IV. Section 2 - Financial Information

The chart in Section 2 is used to breakdown the total project cost by phases. Each phase will not apply to every project. Only fill in what is applicable to the specific project for which funding is being applied. Do not fill in any boxes that are not relevant; leave them empty. The columns will total automatically, but please verify the total to ensure accuracy. In the last column provide the fiscal year of phase completion, whether already done or anticipated. This must be in 4-digit year form.

Typically, CMAQ pays up to 80% of construction/implementation costs, NOT total project costs. Funds applied to Studies and Planning, PE, or right of way acquisitions are considered additional matching funds above the required 20 percent of construction/implementation costs from the sponsor. **All sources of local match must be identified in the application (CMAQ does not have the same financial flexibility as the TE Program).**

Question 1: Match Sources

List the specific sources of match funding and the amount guaranteed from each sources. Other federal funds cannot be used to match federal CMAQ dollars, only state or local funds. If SPLOST sources are to be used, the last year of revenue availability for the SPLOST is required. Remember, CMAQ does not have the same flexibility as the TE Program.

Question 2: Completion Date

Provide the calendar date for project completion. You must select the estimated month, day, and year. This date should be the best estimate if an exact date is not known. The question is not asking for the fiscal year, just the calendar date. CMAQ projects are high priority projects to improve air quality and congestion. As such, time is of the essence. Construction projects should be open within one year of the programmed date. Failure to meet this goal may cause the project to be reevaluated and may affect future project selections.

V. Section 3-Measurement

Section 3 requires a detailed explanation regarding how emission reductions will be measured for the completed project. If you need more room to provide a description of your method email this in a separate document to cmag@dot.state.ga.us. If the emissions reductions analysis is to be conducted independently from the project, the project sponsor must also provide the contact information of the appropriate person responsible for the data.

VI. Section 4-Signature Page

Section 4 is requesting the name, position, and contact information of the person to be contacted regarding project information. This does not have to be the authority providing the signature approval, but rather the person who can answer details regarding the application. The application, however, must be signed by someone within the sponsoring organization with the authority to secure funding, such as the government leader or agency head. Please print this name and title clearly and date appropriately. This section must be signed and dated by the sponsor and sent to GDOT. An original copy of the signed application is required for the project to be considered for funding. The original signed application and the electronic version must be received by **December 21, 2007**. Mailed applications will only be accepted if postmarked by the above mentioned date. Also, along with the original hard copy please include an additional **5** copies (including supporting information and maps) to be shared with the reviewing partners.

This should be sent to:

Phillip M. Peevy
Georgia Department of Transportation
#2 Capitol Square
Atlanta, GA 3033

ALL APPLICATION INFORMATION MUST BE RECEIVED BY THE APPLICATION CLOSING DATE (DECEMBER 21, 2007). THIS INCLUDES THE REQUIRED SIGNATURE PAGE, LOCATION MAP, THE 5 ADDITIONAL COPIES AND ANY OTHER PROJECT SUPPORTING DOCUMENTATION.

PLEASE CONTACT PHILLIP PEEVY AT 404-657-6698 OR phillip.peevy@dot.state.ga.us REGARDING ANY QUESTIONS ABOUT THE APPLICATION OR CMAQ PROGRAM. FOR FURTHER INFORMATION, VISIT http://gdot-ntwebdev/DOT/plan-prog/planning/aq/application_process/index.shtml FOR FEDERAL INFORMATION OR <http://www.dot.state.ga.us/DOT/plan-prog/planning/aq/> FOR STATE INFORMATION.